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BENJAMIN J. CAYETANO
GOVERNOR



DIRECTOR'S OFFICE
DEPT. OF
ACCOUNTING AND
GENERAL SERVICES

Nov 16 10 45 AM '01

**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

P.O. BOX 119
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WAYNE H. KIMURA
COMPTROLLER
MARY ALICE EVANS
DEPUTY COMPTROLLER

NOV 15 2001

COMPTROLLER'S MEMORANDUM NO. 2001-30

TO: Heads of Departments
ATTN: Payroll Offices
SUBJECT: Payroll Considerations at End of Calendar Year 2001

Departmental payroll staffs are required to clear all pending payroll adjustments as soon as possible to properly reflect employees' gross earnings and to minimize the issuing of amended wage and tax statements for calendar year 2001.

Payroll checks to be cancelled, reimbursements of overpayment, and salary-workers' compensation type adjustments should be submitted to DAGS' Central Payroll immediately by the employing departments and agencies. It is recommended that departments with decentralized payroll activities emphasize the need throughout the department to route all cancellations and reimbursements to the appropriate central offices without delay.

Check cancellations, reimbursements of overpayment, and salary-workers' compensation type adjustments received at DAGS Central Payroll by 8:00 a.m. on Friday, December 28, 2001, will be reflected in the wage and tax statements for calendar year 2001. The statements will be released to employees on January 31, 2002.

Payroll adjustments received after the above deadline will require corrected wage and tax statements and will be released to the department, only after the adjustments have been recorded in the payroll system and the necessary work involved in preparing corrected wage and tax statements have been completed. Payroll adjustments for cash recovery of overpayments which are received by DAGS' Central Payroll "after" the deadline, "must" include State and Federal income taxes.

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Departments and agencies are reminded that the currently scheduled normal turnaround time for processing payroll adjustments may be delayed because of: a) the heavy volume of year-end payroll work scheduled for the first few months in calendar year 2002; b) the additional work generated with the UH non-lagged payroll processing; and c) the impending BU 01/10 pay raises. With your help in circulating this reminder to the appropriate offices in your department or agency, the need to issue corrected statements can be held to a minimum. Your cooperation is greatly appreciated.

A handwritten signature in black ink, appearing to read "Wayne H. Kimura", is positioned above the printed name.

WAYNE H. KIMURA
State Comptroller